

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-12				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-10-060			Contract Period 11/30/2010 To 07/31/2013 Base Option Period Number 2			Title of Work Assignment/SF Site Name Decontamination Strategy				
Contractor COMPUTER SCIENCES CORPORATION					Specify Section and paragraph of Contract SOW 2.4, 2.9, 2.13, 2.17, 3.1.13, 3.1.14					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 08/01/2012 To 07/31/2013				
Comments: This action establishes WA 2-12 in Option Period 2 and requests a work plan, staffing plan, and budget for the attached PWS. The Agency estimates that 3000 direct labor hours will be necessary to support the requirement.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
11/30/2010 To 07/31/2013										
This Action:						3,000				
Total:						3,000				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:			Cost/Fee:			LOE:				
Cumulative Approved:			Cost/Fee:			LOE:				
Work Assignment Manager Name Marissa Lynch						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number 202-564-2761				
						FAX Number:				
Project Officer Name Nancy Muzzy						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-569-7864				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Cathy Basu						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2042				
						FAX Number:				

**WORK ASSIGNMENT
PERFORMANCE WORK STATEMENT**

Contract No. EP-C-10-060

Work Assignment: 2-12

WAM: Marissa Lynch

Threats Analysis, Prevention, and Preparedness Branch

Water Security Division/Office of Water

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Threats Analysis, Prevention, and Preparedness Branch

Water Security Division/Office of Water

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LOE: 3000 hours

Period of Performance: August 1, 2012 to July 31, 2013

Title: Decontamination Strategy

PWS Sections: 2.4, 2.9, 2.13, 2.17, 3.1.13, 3.1.14

I. PURPOSE:

The purpose of this work assignment is to assist the EPA Office of Water, Water Security Division (WSD) design and implement a strategy in the area of decontamination that addresses requirements under HSPD-10, and additional issues and needs identified by its partners and stakeholders. Under HSPD-10, EPA is charged with developing strategies, guidelines, and plans for decontamination. To achieve this purpose, the contractor shall assist WSD with developing, finalizing, and implementing key portions of that strategy and other efforts necessary.

The intended audience for this project is WSD's customers, partners, and stakeholders. This

includes drinking water and wastewater utilities, other EPA programs and offices such as Office of Solid Waste and Emergency Response's (OSWER) National Decontamination Team (NDT), Environmental Response Team (ERT), and On-Scene Coordinators (OSCs). Additional partners include the National Homeland Security Research Center (NHSRC), Office of Homeland Security (OHS), Office of Recovery and Resource Conservation, and Office of Prevention, Pesticides, and Toxic Substances (OPPTS), Critical Infrastructure Partnership (CIP) partners (such as other Federal agencies, Regions, states, and local governments), and trade associations (such as AWWA and WEF).

This work assignment supports the mission of the Water Security Division (WSD) as described in the Water Security Strategy framework, which relates resources, activities, outputs, audience, short- and long- term outcomes to the WSD pillars of Prevention, Detection, Response, and Recovery. Additionally, this work assignment contributes to the commitments made in EPA's *Strategic Plan: 2011 to 2015* and EPA's *Homeland Security Strategy (2004)*. Under EPA's *Strategic Plan*, reference is made to Goal 2 (Clean and Safe Water), Objective 2.1 (Protecting Human Health), Sub-objective 2.1.1 (Water Safe to Drink), and to the Cross-Goal on homeland security. Under EPA's *Homeland Security Strategy*, reference is made to Objective 1 (Critical Infrastructure Protection).

In support of these requirements, this contract supports the nation's drinking and wastewater infrastructure, collectively known as the Water Sector, in being informed, coordinated, and prepared to prevent, detect, respond to, and recover from terrorist attack and other intentional acts, natural disasters, and other hazards (referred to as the "all hazards" approach), which may also occur, including the needs and challenges posed by natural disasters, catastrophic events, adaptation and impacts of climate change, floods, earthquakes, pandemic illness, and any other events which impact the safety and availability of our water supply.

In pursuit of these efforts, the contractor may be tasked with preparing a correlation summary comparing the results under this work assignment to the components of the Water Security Strategy framework.

II. BACKGROUND:

Drinking water and wastewater systems can face major challenges when confronting a contamination incident—whether accidental or intentional, natural or man-made. The challenges include not only isolating and treating contaminated water, but also decontaminating the storage, treatment, and distribution infrastructure during recovery and return to service.

To address water sector decontamination issues and challenges, EPA's Water Security Division worked closely with its partners and stakeholders in 2007 to identify the sector's needs and challenges for information, tools, and resources enabling the timely recovery and "return to service" of utility operations from "all hazards" contamination incidents. In October 2008, EPA and its partners prepared a strategy report, "CIPAC Water Sector Decontamination Working Group Recommendation and Proposed Strategic Plan, Water Sector Decontamination Priorities." The strategy provided recommendations on the priority issues and concerns as they relate to decontamination for the water sector.

This year WSD completed two of the recommendations identified in the CIPAC Strategic Report. One recommendation (Issue 1, Recommendation 2) addressed the Water Sector's need to develop or revise guidance on the containment and disposal of decontamination waste including large amounts of water and associated solid wastes. The second recommendation (Issue 14, Recommendation 2) focused on the laboratory capabilities and capacities available to water utilities in response to a contamination event

Under this work assignment, the contractor will finalize the decision-making frameworks/flowcharts. These frameworks/flowcharts will guide the utilities and responders in making decisions concerning decontamination activities; and illustrate progression of utility and responding/coordinating agency roles and responsibilities during decontamination, treatment and recovery phases of a response. In addition, the contractor will leverage the development of the frameworks/flowcharts to finalize the decontamination training specific to drinking water and wastewater utilities.

To gain an understanding of what organizations and other government agencies have been working on, as it relates to decontamination activities for the water sector, the contractor will assist the EPA WAM at meetings pertaining to the Decontamination Strategy Management and develop a progress report. In addition, the contractor shall provide support for items such as promotion materials, webcast and training activities designed to further expand the knowledge of decontaminating drinking and waste waters.

III. QA REQUIREMENTS:

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the approved Quality Management Plan (QMP) of the contract or prepare a Project-Specific Quality Assurance Project Plan (PQAPP).

IV. DETAILED TASK DESCRIPTION:

All direction under this work assignment will be provided as written technical direction from the Task Manager or Work Assignment Manager, as appropriate. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days, with a copy to the Project Officer and the Contracting Officer, and is subject to the limitations of the technical direction contract clause. Each initial deliverable shall be provided to the EPA Work Assignment Manager (WAM) and EPA Project Officer (PO) in draft form for review and comment. The contractor shall incorporate WAM/Task Manager review comments into revisions of the drafts. All drafts and final reports shall be approved by the WAM.

The contractor shall perform the following tasks:

Task 0: Work Plan, Progress Evaluations, and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the metropolitan DC area, the contractor shall include information on plans to manage work and contract costs. In addition, the work plan shall specify that a project specific PQAPP supplement to the QMP is not required. This task also includes monthly progress and financial reports. Monthly financial reports must include a table with the invoice LOE and cost amount broken out by the tasks in this WA. The work plan shall also provide an analysis of the existing and projected constraints, and the feasibility of accomplishing the project's purpose.

In addition, in each monthly progress report, the contractor shall, at the introduction to the discussion of this work assignment, discuss actual progress toward achieving the purpose of this work assignment, including problems encountered, issues that may need to be resolved, and anticipated timing for completing the goals of the work assignment. The contractor shall provide an overview of contract projects, striving to implement efficiencies in performance when complimentary requirements are issued. The contractor shall assure that duplication of effort relative to other ongoing work assignments under this contract is not occurring.

Deliverables: Work plan and monthly progress and financial reports.

Task 1: Decision- Making Frameworks (Issue 4, Recommendation 1; and Issue 11, Recommendation 1 of the Decon Strategic Plan)

Work conducted under Task 1 will entail the development of decision-making frameworks. Completion of the frameworks is a goal that will provide the water sector with information designed to assist utility managers in making decisions related to the decontamination and disposal of water. Currently, decontamination frameworks of this type do not exist, therefore this work will directly fulfill a valuable gap in the area of water decontamination. Success of this task will be measured by tracking how effective the frameworks are in future potential decontamination exercises within agencies and water sector associations. The contractor will leverage the 2009 draft "DHS/ EPA Planning Guidance for Recovery Following Biological Incidents" (Planning Guidance) as the foundation for development of the framework/flowcharts for Issue 4, Recommendation 1, and Issue 11, Recommendation 1. The Planning Guidance describes a general risk management framework for government and non-government decision-makers, at all levels, in planning and executing activities required for response and recovery from a biological incident in a domestic, civilian setting. It emphasizes the remediation/cleanup and restoration phases of a response including decontamination. In addition to the Planning Guidance, the contractor will leverage the Water Security Initiative (WSI) Consequence Management Plan (CMP). The CMP provides guidance to utilities and partner agencies through the processes of validating, responding to, and recovering from a contamination incident in the

drinking water distribution system. In March 2009, the WSI team conducted a workshop on the Remediation and Recovery Decision Tree. This workshop focused on the roles and responsibilities during various remediation and recovery phases of the decision tree. Information from this workshop should be leveraged to develop the necessary decision processes for Issue 11, Recommendation 1 in concert with the decision frameworks for Issue 4, Recommendation 1.

Other documents such as WSD's (Draft) Disposal Guidance and EPA/DHS's Airport Cleanup Guidance can be leveraged for additional information. In addition, the contractor should include information from other efforts (i.e. National Institute for Hometown Security's Best Practices for Response and Recovery Operations) in contaminated systems as directed by the EPA WAM.

CSC will identify subject matter experts (SMEs) in the water sector and response communities to support the development of the decision-making frameworks and the flowcharts of the roles and responsibilities. Utilization of SMEs will be conducted through face-to-face meetings or conference calls. The contractor will support EPA WSD for any meetings or calls with the SMEs, and will provide products such as meeting minutes, strawman for the frameworks/ flowcharts, and drafts frameworks/flowcharts. The contractor will also develop and finalize the frameworks/ flowcharts.

Deliverables:

Finalize Draft Strawman Frameworks/Flowcharts within 2 weeks of technical directive

Subject Matter Expert Review

- Collect SME's feedback and revise Strawman Frameworks/Flowcharts within 3 weeks of SME's feedback
- Finalize Strawman Frameworks/Flowcharts within 2 weeks of EPA's WAM review

Develop Draft Frameworks/Flowcharts within 1 month of technical directive

Revise Frameworks/Flowcharts within 15 days of EPA's WAM comments

Finalize Frameworks/Flowcharts within 2 weeks receipt of EPA input on Revised Frameworks/Flowcharts.

Task 2: Decontamination Training

The contractor shall complete and finalize the decontamination training for drinking water and wastewater systems. Completion of the training is a goal that will provide the water sector with decontamination practices that can be incorporated directly into their daily operations.

Success of this task will be measured by determining how many water utilities and other relevant organizations receive note of the training and the actual number of utilities and organizations that sign up for and complete the training. In addition, because identity of the training attendees will be tracked, the information will provide WSD valuable information which can be used in the future to pin point areas where training promotion will be targeted. To ensure a unified message is developed, the training will also be inserted in WSD's potential megatool for distribution. The

contractor shall leverage information from the decision-making frameworks/flowcharts in Task 1 to build upon the drinking water and wastewater utility training materials that were initiated in 2010 and 2011.

EPA will engage internal stakeholders (NHSRC, NDT, OWM, OSCs, ORCR, and WSD) to receive feedback on the content of the decontamination training specific for drinking water and wastewater utilities. For internal review, a beta version of each module will be provided for feedback. The contractor shall revise each training module based on feedback from the internal stakeholders. For external review, the contractor shall develop and deliver web-based pilot training for drinking water and wastewater treatment systems as directed by EPA WAM. The contractor shall revise the training based on feedback obtained from the external stakeholders. Once all comments have been addressed, the contractor shall finalize the web-based training for drinking water and wastewater treatment systems.

Deliverables:

Internal Stakeholders Review as specified in a technical directive

- Deliver beta version of each module for Decon Training, as specified in a technical directive
- Revise Training Content within 3 weeks of EPA's WAM comments
- Finalize Training Content within 3 weeks of EPA's WAM review

External Stakeholders Review- Web-based Pilot

- Deliver Web-based training as specified in a technical directive
- Revise Web-based training within 2 weeks of EPA's WAM comments
- Finalize web-based training within 2 weeks of EPA WAM review

Deliver web-based training to EPA, as specified in a technical directive

Task 3: Strategy Management

Efforts conducted under this task will involve re-visiting the CIPAC Water Sector Decontamination Strategy Report to determine what additional gaps identified needs to be addressed by EPA, other Federal Agencies, and water sector associations. Success will be measured by determining what resources are available throughout the CIPAC, and tracking the efforts to address the remaining gaps, which should reduce the likelihood of duplication of efforts

The detailed CIPAC Water Sector Decontamination Strategy Report provided a considerable amount of coordination between WSD and the many stakeholders, utilities, water sector

associations, other Federal Agencies, and other EPA offices to address the 35 recommendations identified by the Working Group. Coordination of a meeting with organizations and government agencies identified in the CIPAC report will be useful in determining what decon-related activities each agency is working on. This information could be used to develop an excel progress chart/report that can be easily updated over time.

Deliverables (examples):

Coordination of Meetings (2) to gather information on what has been done; gaps that still need to be addressed- Meeting Development, Minutes, Support, Q's &A's
 Development of Progress Report
 Development of a Long-Term Strategy Guide that aids the work within the Agency, Division, and Associations
 Review of the Conceptual Framework developed for decontamination efforts and evaluate/revise an operational roadmap

Task 4: Decontamination Programmatic Support

The goal of this task is to provide scientific, engineering, training and technical support to facilitate and enhance the programmatic aspects of Decontamination for the water sector. Success will be measured upon many factors such as the increased awareness to decontamination issues within the water utilities sector and the actual application of decontamination methodologies and tools. The contractor shall also be tasked to support collaborations with other federal agencies, water utilities, and EPA regional personnel as needed to further the mission of the Decontamination Strategy. Specific activities under this task will be assigned through written technical direction in response to decontamination program needs, and shall be within the general scope of this work assignment. The contractor may assume these efforts may require travel the continental US for one CSC personnel. Specific items include:

- A. Providing biological, chemical and radiological technical expertise.
- B. Providing support for technical conferences and meetings. Examples include the composition of abstracts (limit 5), and presentations (limit 5)
- C. Development of Disposal Guide Webcast (2), brochures (limit 2) and other communication documents.
- D. Continue development of WSD Decontamination Website (HTML).

V. SCHEDULE/DELIVERABLES

Schedule	Deliverables
Task 1: Decision-Making Frameworks	Finalize Draft Strawman

	Frameworks/Flowcharts within 2 weeks of technical directive
	SME Review
	<ul style="list-style-type: none"> Collect SME's feedback and revise Strawman Framework/ Flowcharts within 3 weeks of SME's feedback
	<ul style="list-style-type: none"> Final Strawman Framework/ Flowcharts within 2 weeks of EPA's WAM Review
	Draft Frameworks/Flowcharts within 1 month of technical directive
	Revise Frameworks/Flowcharts within 15 days of EPA's WAM comments
	Final Frameworks/Flowcharts within 2 weeks of Revised Guide
Task 2: Decontamination Training	Internal Stakeholders review, as specified in technical directive
	<ul style="list-style-type: none"> Deliver beta version of each module for decon training as specified by technical directive
	<ul style="list-style-type: none"> Revise Training Content within 3 weeks of EPA's WAM comments
	<ul style="list-style-type: none"> Finalize Training Content with 3 weeks of EPA's WAM review
	External Stakeholders review- Web-Based Pilot
	<ul style="list-style-type: none"> Deliver Web-based training as specified in a technical directive
	<ul style="list-style-type: none"> Revise Web-based training within 2 weeks of EPA's WAM comments
	<ul style="list-style-type: none"> Finalize web-based training within 2 weeks of EPA's WAM review
	Deliver web-based training, as specified in a technical directive
Task 3:Strategy Management	<ul style="list-style-type: none"> Coordination of Meetings (2) to gather information on what has been done; gaps that still need to be addressed (Meeting Development, Minutes, Support, Q's &A's) -As specified in technical directive from EPA's WAM
	<ul style="list-style-type: none"> Development of Progress Report- As specified in technical directive from EPA WAM's
	<ul style="list-style-type: none"> Development of a Long-Term Strategy Guide that aids the work within the

	Agency, Division, and Associations- As specified in technical directive from EPA WAM's
	<ul style="list-style-type: none"> • Review the Conceptual Framework developed for decontamination efforts and evaluate/revise an operational roadmap -As specified in technical directive from EPA WAM's
Task 4: Decontamination Programmatic Support	<ul style="list-style-type: none"> • Technical support – As specified in technical directive from EPA's WAM
	<ul style="list-style-type: none"> • Outreach support – As specified in technical directive from EPA's WAM
	<ul style="list-style-type: none"> • Webcast development- As specified in technical directive from EPA's WAM
	<ul style="list-style-type: none"> • Website development- As specified in technical directive from EPA's WAM

VI. REPORTING REQUIREMENTS

(1) In the monthly progress report, the contractor shall report the cumulative amount expended to date (LOE and dollars). In addition, the contractor shall report, per individual task area, LOE and dollars expended during the reporting period. The contractor shall provide one copy of the report to the WAM and all technical points of contact.

(2) The contractor shall notify the WAM and Contracting Officer when 75% of the labor hours have been expended.

(3) All travel must be authorized, in writing, by the Project Officer.

(4) The WAM or TM will provide exact travel dates, location, number of travelers, etc. via written technical direction prior to each trip.

The contractor's personnel shall always identify themselves as a contractor whenever their EPA work brings them in contact with the public.

VII. GREEN MEETINGS AND CONFERENCES

The contractor shall follow the provision of EPA prescription 1523.703-1, *Acquisition of environmentally preferable meeting and conference services (May 2007)*, for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2.101, and shall be used when soliciting quotes or offers for meeting/conference services on behalf of the Agency.

VIII. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS

The contractor shall immediately alert the EPA WAM to any anticipated event under the work assignment which may result in incurring an estimated \$23,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WAM will then prepare internal approval paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

QUALITY ASSURANCE SURVEILLANCE PLAN for the Water Security Division's Technical, Analytical, and Regulatory Mission Support Performance Work Statement

Quality Assurance Surveillance Plan

The requirements contained in this work assignment are considered performance-based, focusing on the Agency's desired results and outcomes. The contractor shall be responsible for determining the most effective means by which these requirements will be fulfilled. In order to fulfill the requirements, the contractor shall design innovative processes and systems that can deliver the required services in a manner that will best meet the Agency's performance objectives. This performance-based requirement represents a challenge to the contractor to develop and apply innovative and efficient approaches for achieving results and meeting or exceeding the performance objectives, measures, and standards described below. The Contractor's performance will be reflected in the positive or negative evaluation offered by the Agency in the Contractor Performance Evaluation (CPE) which is evaluated annually (per the "Contractor Performance Evaluation" clause in the contract). The Work Assignment Manager shall submit a complete annual review of the areas outlined in the Quality Assurance Surveillance Plan (QASP), included in the contract, which will then be utilized by the Project Officer in preparing the overall evaluations submitted annually in response to the Contractor Performance Evaluation requirements in the contract.

General Management and Administration			
Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives

<p>Management and Communications: The Contractor shall maintain contact with the EPA CO, PO and WAM throughout the performance of the contract and shall immediately bring potential problems to the attention of the appropriate EPA WAM. In cases where issues have a direct impact on project schedules or cost, the contractor shall provide options for EPA's consideration on resolving or mitigating the impacts.</p>	<p>Any issues that impact project schedules or cost shall be brought to the attention of the appropriate EPA WAM within 3 business days of occurrence.</p>	<p>100% of active work assignments under the contract will be reviewed by the EPA WAM monthly (via monthly progress report) to identify unreported issues. The EPA WAM will report any issues to the EPA PO who will bring the issue(s) to the Contractor's attention through the CO.</p>	<p>Unsatisfactory rating under the category of Business Relations in the NIH Performance Evaluation System if two or more incidents occur during an applicable period of performance when the contractor does not meet the measurable performance standards for a given contract period.</p>
<p>Timeliness: Services and deliverables shall be in accordance with schedules stated in each work assignment or tasking document, unless amended or modified by an approved EPA action.</p>	<p>During any period of performance, 90% of all submitted deliverables shall be submitted no later than 5 business days past the due date.</p>	<p>100% of active work assignments under the contract will be reviewed by the EPA WAM monthly (via monthly progress report & milestones established for each deliverable) to compare actual delivery dates against those approved. The EPA WAM will report any issues to the EPA PO who will bring the issue(s) to the Contractor's attention through the CO.</p>	<p>Unsatisfactory rating under the category of Timeliness in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards during an applicable period of performance.</p>
<p>Cost Management and Control: The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all tasks, practice and encourage time management, and ensure accurate and appropriate time keeping.</p>	<p>The contractor shall manage costs to the level of approved ceiling on the work assignment. The contractor shall notify the WAM/PO when 75% of the approved funding ceiling for the work assignment is reached.</p>	<p>The EPA PO will routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment expenditures. The EPA PO shall review the Contractor's monthly progress reports and request the WAMs verification of expenditures and technical progress before authorizing invoice payments.</p>	<p>Unsatisfactory rating under the category of Cost Control in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards during an applicable period of performance.</p>

<p>Technical Effort: The analyses or products developed by the contractor shall be factual and defensible and based on sound science and engineering. All data shall be collected from reputable sources and quality assurance measures shall be conducted in accordance with contract, agency requirements and any additional requirements outlined in individual work assignments or technical directives. Any work requiring the contractor to provide options or recommendations shall include the rationale used in selecting the option/recommendation and all other options and recommendations considered.</p>	<p>All analyses conducted for EPA by the Contractor must be factual and based on sound science and engineering. All analyses and products (initial and final drafts) shall conform in format and content to requirements specified by the WAM in written technical direction, and should meet the objectives stated in the work assignment. All initial draft documents shall be clearly written at a level appropriate to the targeted audience. All information shall be factual, technically sound, and accurate, with data sources identified.</p> <p>Draft versions of a document shall require no more than two editorial revisions.</p>	<p>EPA will review all analyses and work products conducted by the Contractor and will independently consider the merit. EPA may opt to peer review analyses to further validate merit.</p> <p>The EPA WAM/TM (Task Manager) will review initial drafts to assess technical accuracy and editorial quality. The WAM/TM will identify all inaccuracies and needed edits and corrections to the contractor in the initial review of draft documents.</p>	<p>Unsatisfactory rating under the category of QUALITY OF PRODUCT OR SERVICE in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards during an applicable period of performance, even after review input and follow up discussion by Agency personnel.</p>
<p>Socio-Economic Utilization: The Contractor shall assess all agency requirements outlined in work assignments for opportunities to fully utilize the knowledge and experience of its socio-economic team members. Work shall be allocated in a manner that ensures the Contractor's annual subcontracting goals are met.</p>	<p>The Contractor shall meet a standard of at least 80% of the dollar goals outlined in their subcontracting plan during each period of performance, unless Agency priorities prevent or preclude such tasking.</p>	<p>EPA will monitor the contractor's utilization of socio-economic firms by reviewing the contractor's submittal of Standard Forms (SF) 294 and (SF) 295.</p>	<p>If less than 80% is reached during an applicable period of performance, the contractor shall outline the steps that will be taken to meet the annual goals outlined in their plan, or provide justification as to the rationale for the lack of meeting the subcontracting plan goals. Performance that does not meet the stated goals without sufficient justification will be reported as an Unsatisfactory rating under the category of BUSINESS RELATIONS, and MEETING SDB SUBCONTRACTING REQUIREMENTS in the NIH Performance Evaluation System.</p>

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Comments: This action increases incremental funding on the work assignment by \$100,000 to an amount of \$264,457. Labor on the work assignment is increased to 2745 technical hours and 2800 total direct labor hours.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
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1										
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Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE: 3,000						
11/30/2010 To 07/31/2013										
This Action:				251						
Total:				3,251						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:			LOE:			
Cumulative Approved:				Cost/Fee:			LOE:			
Work Assignment Manager Name Marissa Lynch							Branch/Mail Code:			
							Phone Number 202-564-2761			
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Project Officer Name Nancy Muzzy							Branch/Mail Code:			
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